

REQUEST FOR PROPOSALS

CHESAPEAKE BAY PRESERVATION ACT Chesapeake Bay Implementation Grant

Fiscal Year 2007

Administering Agency:

Department of Conservation and Recreation
Division of Chesapeake Bay Local Assistance
James Monroe Building
101 North 14th Street, 17th Floor
Richmond, Virginia 23219

Eligible Applicants:

Counties, Cities, and Towns required to implement the Chesapeake Bay Preservation Act (CBPA) and Chesapeake Bay Preservation Area Designation and Management Regulations (Regulations); Planning District Commissions directly assisting in the achievement of local compliance with the CBPA and Regulations.

Deadline for Proposals:

Friday, June 1, 2007 at 5:00 p.m.

Submittal Requirements:

- Applicants must complete the attached *2007 Chesapeake Bay Implementation Grant Application*. (Emails and faxes will be accepted, if received by the deadline, but must be followed within three business days by a hard copy of the completed application with an authorized signature.)
- Organizational chart of the applicant agency identifying all staff involved in the project.
- Copy (electronic or hard copy) of adopted watershed management/protection plan, if applicable.

Notification of Awards:

June 30, 2007

Chesapeake Bay Implementation Grant 2007

I. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit project proposals from localities and Planning District Commissions within the Chesapeake Bay Preservation Act area for the implementation of septic pump out programs and the implementation of watershed management/protection plans. Funded projects reduce non-point source pollution into state waters and the Chesapeake Bay through the implementation of the septic pump out requirements contained in the *Chesapeake Bay Preservation Area Designation and Management Regulations* or through implementing elements of locally adopted watershed management/protection plans. Funding will be awarded through a competitive process.

II. ELIGIBLE APPLICANTS

Counties, Cities, and Towns required to implement the Chesapeake Bay Preservation Act (CBPA) and Chesapeake Bay Preservation Area Designation and Management Regulations (Regulations), and Planning District Commissions directly assisting in the achievement of local compliance with the CBPA and Regulations, are eligible to apply for funding.

III. ELIGIBLE ACTIVITIES

A. Septic Tank Pump-Out Assistance

Grant funds may be used to provide the required septic tank pump-outs for low and moderate income homeowners in Chesapeake Bay Preservation Act localities that have adopted this requirement pursuant to the Chesapeake Bay Preservation Act. It is expected that the grantee will contract with licensed septic haulers to perform this service for homeowners determined eligible by the grantee. Funding may also be requested to cover other direct costs associated with the implementation of the program (i.e., determination of eligibility, processing payments to vendors, etc.)

B. Implementation of Watershed Management/Protection Plans

Grant funds may be used for the implementation of locally adopted watershed plans. Plans must have been adopted in whole, or in part, by the local governing body. The funded activity must result in the implementation of a Plan recommendation, strategy, or action, and be directly related to water quality improvement or protection.

IV. FUNDING CONDITIONS

- A. The amounts provided to localities and Planning District Commissions shall be distributed on a competitive basis according to criteria established in this RFP. Please note that this is a reimbursement grant program.
- B. The Department reserves the right to adjust the award amount. As a result, the amount requested by the Grantee may not be the amount of the final grant award.
- C. For septic tank pump-out programs, the grant recipient is responsible for determining a homeowners eligibility for assistance by verifying that the household's income does not exceed 80% of Area Median Income as determined the U. S. Department of Housing and Urban Development or other valid State or Federal source.

Chesapeake Bay Implementation Grant 2007

V. Tentative Schedule

May 10, 2007	Request for Proposals issued
June 1, 2007	Submission Deadline
June 15, 2007	Grants Awarded
June 30, 2007	Target date for initiation of awarded projects
March 15, 2008	Target completion dates for funded projects

VI. EVALUATION CRITERIA

Projects will be evaluated based on the criteria listed in the tables below in order to ensure that projects are prioritized based upon available funds. Final decisions on grant awards will be made by the DCR staff.

A. Septic Pump-out Programs

Evaluation Criteria – The following criteria shall apply to septic pump out proposed projects	Maximum Points
<ul style="list-style-type: none">• A Compliance Evaluation condition has been imposed on the locality to adequately address the septic pump-out requirement of its Chesapeake Bay Preservation Act program.	30
<ul style="list-style-type: none">• The locality has initiated the development of a septic pump out notification program.	20
<ul style="list-style-type: none">• Cost effectiveness of the project.	15
<ul style="list-style-type: none">• Qualifications of applicant and experience with similar activities or programs.	15
<ul style="list-style-type: none">• Streams in the locality have been deemed impaired for fecal coliform by the Virginia Department of Environmental Quality.	10
<ul style="list-style-type: none">• The proposed project builds upon a previous Bay Implementation Grant proposal for which there has been a record of success and which facilitates the long term success of the locality's septic pump out program.	10
Evaluation Maximum Points	100

B. Watershed Management/Protection Plan Implementation

Evaluation Criteria – The following criteria shall apply to projects that are implementing watershed management/protection plans.	Maximum Points
<ul style="list-style-type: none">• Overall project approach.	25
<ul style="list-style-type: none">• Impact on Water Quality	25
<ul style="list-style-type: none">• Cost effectiveness of the project.	15
<ul style="list-style-type: none">• Qualifications of applicant and experience with similar activities or programs.	15
<ul style="list-style-type: none">• Streams in the locality have been deemed impaired by the Virginia Department of Environmental Quality.	10
<ul style="list-style-type: none">• Transferability and/or usefulness of project to other localities.	10
Evaluation Maximum Points	100

Chesapeake Bay Implementation Grant 2007

APPLICATION

1. **Applicant:** (organization name): _____

2. **Total Requested Funding:** _____

3. **Contact Name:** _____

Contact Title: _____

Mailing Address: _____

Phone: _____

Fax: _____

E-mail: _____

4. **Project Title:** _____

5. **Area Served** (list all localities or other geographic description):

6. **Does this area contain any impaired waterways?** Yes ____ No ____

If so, please list:

Waterway	Cause of Impairment

(List of Virginia Impaired Waterways is available at:

<http://www.deq.state.va.us/wqa/ir2006.html>)

7. **Name and Signature of Individual Authorized to Submit Application**

Name (please print or type)

Title

Chesapeake Bay Implementation Grant 2007

Signature

Date

8. Project and Organization Description

Please provide a description of the proposed project and organization seeking funding. Be sure to include the following:

- A description of the personnel involved in the project and their role(s)
- The organization's qualifications and experience in administering this type of program or similar programs.
- How income eligibility will be determined (for septic pump-out programs)
- The geographic area(s) to be served
- A description of any third parties that will administer the program
- A description of the process for selecting contractors or third party participants
- A list of all anticipated outcome measures and deliverables (# of septic tanks pumped, educational brochures produced, ordinances developed, etc.)

Chesapeake Bay Implementation Grant 2007

9. Project Budget

Applicant: _____
 Project Title: _____

		Total	Grant Amount	*Match Amount
	Personnel: (list positions)			
	Contractual Services (list by type)			
	Supplies			
	Travel			
	Other Direct Costs: (list)			
	Total Project Costs			

* Notes:

1. Financial Match is not required
2. Actual pump-out costs should be included in "contractual Services"

10. Additional Locality Information

Total land area of jurisdiction(s): _____

Total land area in Resource Protection Area (estimate if unknown): _____

Total land area in Resource Management Area (estimate if unknown): _____